

{ } University of Hradec Králové

**RULES OF THE SYSTEM OF QUALITY
ASSURANCE AND INTERNAL QUALITY
EVALUATION AT THE UNIVERSITY OF HRADEC
KRÁLOVÉ**

The Ministry of Education, Youth and Sports registered the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové pursuant to Section 36 (2) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act) on 27 June 2017 under Ref. No. MSMT-18267/2017.

An amendment to the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové was registered by the Ministry of Education, Youth and Sports pursuant to Section 36 (2) and (5) of the Higher Education Act on 13 June 2018 under Ref. No. MSMT-18837/2018.

RULES OF THE SYSTEM OF QUALITY ASSURANCE AND INTERNAL QUALITY EVALUATION AT THE UNIVERSITY OF HRADEC KRÁLOVÉ

PART ONE

Introductory Provisions

This internal regulation defines the rules of the system of quality assurance of educational, creative and related activities and the internal quality evaluation of educational, creative and related activities (hereinafter referred to as the "Rules of the System of Quality Assurance and Internal Quality Evaluation) of the University of Hradec Králové (hereinafter referred to as the "UHK") pursuant to Section 17 (1) (j) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Act").

Article 2

Quality Assurance and Internal Quality Evaluation

1. The purpose of quality assurance and internal quality evaluation is to support the UHK development in line with the European concept of quality of university education and scientific and research, developmental and innovation, artistic, or other creative activity (hereinafter referred to as the "Creative Activity").
2. Quality means meeting the standards that the UHK applies to its activities or

surpassing usual practice, in line with its mission and goals. The concept of quality that is applied in the particular case is determined by the context.

3. Quality assurance means systematic and structured concentration on the quality of educational, creative and related activities, its maintenance and improvement.
4. Quality evaluation means verifying whether and to what extent the UHK is successful in meeting its mission and goals, adhering to the standards it applies to its activities, and how these goals and standards are surpassed by its activities.
5. The quality assurance and internal quality evaluation are based on the definition of the UHK mission and activities as stated in its Statute, and on the concept of its development formulated in its strategic plan of educational and scientific, research, developmental, innovation, artistic, or other creative activity (hereinafter referred to as the "Strategic Plan"), and continuously respond to the current development of the academic community and the impulses from the UHK official bodies and the constituent parts thereof.
6. Quality assurance and internal quality evaluation are also based on the standards and procedures for quality assurance in the European higher education area taking into account other national, European, or international standards of higher education institution activities.
7. The UHK cooperates with other higher education institutions, the Czech Academy of Sciences, and other scientific institutions, university hospitals, public administration bodies, professional associations and trade unions, and other institutions of public life in the Czech Republic and abroad, while ensuring quality and evaluating internal quality of its activities.
8. Quality assurance and evaluation is carried out according to sciences, areas of education, the UHK, faculties and other constituent parts of the UHK. Factual and organisational aspects are usually combined.

Article 3

Principles of Quality Assurance and Internal Quality Evaluation

1. Quality assurance and internal quality evaluation respects the internal culture and environment of the faculties and other constituent parts and the specifics of fields of education and sciences operated at the UHK.
2. The rules, procedures and evaluation criteria are published in the public section of the UHK websites.
3. The evaluation is carried out in a transparent way and according to factual, expert and ethical criteria.

4. The evaluation is based on verified qualitative and quantitative data, it is always set in context and consists in a critical evaluation of the facts.
5. When evaluating the activities of faculties, other constituent parts of the UHK or workplaces thereof, these always participate in the evaluation and express their views.
6. Evaluation is usually based on feedback obtained from academics, students, graduates or other relevant parties.
7. An integral part of each evaluation is the recommendation of further development of the evaluated entity, and in case of shortcomings identified, the recommended corrective measures within the time limit set. Upon expiry of the time limit, the follow-up evaluation or follow-up examination is carried out according to the nature of the matter.

Article 4

Supports and Sources of Information for Evaluation

1. The evaluation is based on:
 - a) Strategic, conceptual, balance, analytical and other documents of the UHK, faculties and other constituent parts
 - b) Data from the information systems of the UHK, faculties or other constituent parts and other public sources, or sources available to the UHK,
 - c) Own evaluation reports usually elaborated on the basis of a pre-created framework outline,
 - d) Expert evaluations,
 - e) Questionnaire surveys,
 - f) Semi-structured interviews,
 - g) Bibliometric analysis,
 - h) Indicators monitored in the strategic plan and in the annual report of the UHK.
2. The evaluation is also based on methodological documents approved by the UHK Internal Evaluation Board (hereinafter referred to as the "Internal Evaluation Board"), which specify the requirements and procedures for quality assurance and internal quality evaluation.

Part II

System of Quality Assurance and Internal Quality Evaluation of the UHK Activities

Article 5

Internal Evaluation of Educational Activities in Study Programmes

1. Minimal requirements for the quality of educational activities of the UHK are, in particular, determined by:
 - a) The Act,
 - b) Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education, and Government Regulation No. 275/2016 Sb., on higher education fields of education,
 - c) Accreditation code of the UHK, which is an annex to the Rules,
 - d) Managing acts regulating the admission procedure at the UHK,
 - e) Study and Examination Code of the UHK, as well as the study and examination codes of faculties,
 - f) Code of Procedure for Granting Associate Professorship and Full Professorship of faculties,
 - g) Standards for study programmes set by the managing acts of faculties.
2. Support of the quality development of educational activities in study programmes is performed mainly through:
 - a) Comprehensive evaluation of study programmes under the report discussed by the Internal Evaluation Board,
 - b) Feedback obtained from members of the academic community and graduates on the quality of teaching, organisation of study, study facilities and infrastructure. The extent and way of obtaining the documents for the evaluation of the educational process in the form of feedback from academic staff members are determined by the Rector's managing act,
 - c) Evaluation of final theses and/or rigorosum theses,
 - d) Monitoring the conditions, course and results of admission procedure and study, including ensuring equal access to the admission procedure and study,
 - e) Monitoring the employability of graduates of the study programme at the labour market,
 - f) Awareness of the main potential employers' requirements for the UHK graduates' profiles,

- g) Making use of the results of the student evaluation of educational activities.
3. The basis for evaluating study programmes is the comprehensive evaluation report on the study programme submitted by its guarantor and covering the period from granting of accreditation by the National Accreditation Bureau for Higher Education or the Ministry of Education, Youth and Sports, or from granting of authorisation to carry out a study programme within the framework of institutional accreditation (hereinafter referred to as the "accreditation"). As a rule, the report includes:
- a) Evaluation of meeting the study programme standards,
 - b) Results of evaluations carried out by students and graduates,
 - c) Evaluating how the related creative activity is reflected in the educational activity,
 - d) Evaluation of the students' creative activity or cooperation with the practice according to the type and profile of the study programme,
 - e) Evaluation of international dimension of the study programme,
 - f) Results of the evaluation of the final theses and/or rigorosum theses, if the evaluation thereof was carried out at the relevant period of time,
 - g) Evaluation of the success rate in the admission procedure, drop-out rate, proper completion of studies rate and employability of graduates of the study programme,
 - h) Evaluation of the teaching, scientific and technical support of the study programme,
 - i) Defining the strengths and weaknesses, threats and opportunities of further development of the study programme,
4. The data for elaboration of the evaluation report available from the UHK information system shall be provided to the guarantor of the study programme by the Rector's Office of the UHK in cooperation with the Faculty.
5. Evaluation of the study programme is carried out by a working group¹⁾ established for this purpose by the Internal Evaluation Board at least once throughout the term of validity of its accreditation.
6. The evaluation report is discussed at a joint meeting of the working group of the Internal Evaluation Board, the guarantor of the evaluated study programme and at least one of the academic staff members involved in its implementation. The Dean or an employee authorised by the Dean, the Chair of the Academic Senate of the faculty or a representative authorised by the Chair or a representative of the students nominated by the Academic Senate of the faculty, which carries out the

¹ Article 5 of the Rules of the Internal Evaluation Board of the UHK

- evaluated study programme, may attend the meeting. A member of the Internal Evaluation Board working group shall ensure the minutes of the meeting.
7. Under the evaluation report on the study programme and the joint meeting pursuant to paragraph 6, the working group of the Internal Evaluation Board shall prepare the draft report on the evaluation of the study programme. Prior to discussing the draft report in the Internal Evaluation Board, the Chair of the working group shall submit it to the guarantor and the Deans of faculties carrying out the evaluated study programme for comments, together with the minutes of the joint meeting, attached to the report.
 8. After approval of the evaluation report by the Internal Evaluation Board, a summary of its results is published in the public section of the UHK websites.
 9. The requirements of the organisation and course of evaluation of the study programmes are laid down by the Rector's managing act, to which the Internal Evaluation Board shall express its view.
 10. The assessment of final theses is based on the methodological instructions, which are issued in the form of Dean's managing acts and which, in addition to the requirements of elaboration of the relevant types of final theses, the maximum number of theses supervised at the same time by the academic staff members, also contain the assessment procedures.
 11. The conditions, course and results of the admission procedure are, in particular, monitored in the annual report on the admission procedure. In order to ensure quality and evaluate quality of the admission procedure, the following facts shall be identified and analysed: the development of the number of applications for individual study programmes, the quality of the admitted and enrolled applicants, expressed by their success rate in admission examinations, the selectivity and attractiveness of the study programmes and the drop-out rate of the first year of study.
 12. In cooperation with labour offices to evaluate employability of graduates of individual study programmes in practice, use the possibilities of the UHK Counselling Centre, to monitor not only employability but also the employability in the field studied, the relationship of the graduate's profile with the character of the acquired employability in practice.
 13. Organise student evaluation of educational activities, analyse the results obtained and discuss them at the level of individual teachers, departments and faculties so that measures are taken and implemented to maintain and improve the quality of educational activities. More detailed conditions are laid down by the Dean's managing acts.
 14. Monitoring of the course and the results of the study is carried out on the basis of data from the UHK study information system.

Article 6

Internal Quality Evaluation of Lifelong Learning Programmes

Evaluation of the lifelong learning programme consists, as a rule, of:

- a) Feedback from participants and graduates on the quality of teaching, organisation and background of the lifelong learning programme,
- b) Performer's statement,
- c) Monitoring and evaluation of the data collected, in particular, in the preparation of the Annual Report on the Activity of the UHK.

Article 7

Internal Evaluation of the Creative Activity Quality

1. Conceptual development of Creative Activity is ensured mainly through programmes to support science and research at the UHK.
2. Programmes to support science and research support the development of the sciences carried out by the UHK, development of excellence of its creative activity, as well as students and academics and scientists at different stages of their scientific career.
3. The preparation of the programmes to support science and research, in addition to the mission and strategic plan, is also based in particular on the evaluation of the implementation of the existing programmes and on the results of the creative activity achieved by the UHK in the previous period. The preparation and formulation of the programmes are attended by the UHK official bodies, faculties and other constituent parts, as well as academics and scientists of the UHK, who are recognised experts.
4. Programmes to support science and research are announced by the Rector's managing act, which also sets out the conditions and criteria for the evaluation of their continuous and final results.
5. The evaluation of the UHK creative activity is carried out based on the groups of sciences related to the study programmes carried out in the individual fields of education in terms of content and is structured in such a way as to allow their interconnection with the faculties.
6. The evaluation of the creative activity takes into account different publishing and citation practices of individual fields of study and is usually carried out as an international comparison.
7. The evaluation of the creative activity also assesses whether the science is

- excellent in international or, where appropriate, national comparisons. The evaluation is carried out based on a comparison with major foreign or domestic higher education institutions or research institutions.
8. The evaluation of creative activity at the UHK is based on:
 - a) Evaluation report on the creative activity at the faculty (hereinafter referred to as the "Creative Activity Report") itself,
 - b) Bibliometric analysis of results,
 - c) Expert evaluation of the results by independent expert recognised by the expert public,
 - d) Indicators of the creative activity quality.
 9. The Creative Activity Report, taking into account the specifics of faculties and sciences performed, generally describes and evaluates:
 - a) Mission, vision and goals in the field of the Creative Activity,
 - b) Strategic management of the Creative Activity development,
 - c) Measures taken to support the Creative Activity development,
 - d) Connection of the Creative Activity with educational activity,
 - e) Staffing and qualification growth,
 - f) Student research activity with special attention paid to students of doctoral study programmes,
 - g) University, national and foreign scientific projects implemented,
 - h) National and international cooperation in the field of creative activity,
 - i) Social significance of the Creative Activity,
 - j) The most significant results achieved,
 - k) Manner and results of the internal evaluation of the Creative Activity,
 - l) Strengths, weaknesses, opportunities and threats in the field of creative activity.
 10. Faculties elaborate the Creative Activity Reports every five years, at least.
 11. The Creative Activity Report shall be commented by the Research Board of the relevant faculty before it is sent to the Rector by the Dean.
 12. The Creative Activity Report is submitted for comments on the Internal Evaluation Board by the Rector. The Rector may also ask for the opinion of the UHK Research Board.
 13. The data for the Creative Activity Report elaboration available in the UHK information system shall be provided to faculties and other constituent parts by the Rector's Office. In its elaboration, the results of the evaluations referred to in Paragraph 9, items (b) to (d) are also used as basic documents.

14. The main results of the Creative Activity Report are published in the public section of the UHK websites.
15. The Creative Activity Report serves as a basic document for the development of sciences, particularly in relation to the preparation of a strategic plan and the preparation of its science and research support programmes.
16. The bibliometric analysis is used to evaluate the results of the Creative Activity only if the set of results registered in the international database that serves as a support does not form only a very small part of the results of the respective field of education or the relevant science.
17. In cases where the bibliometric analysis does not provide sufficient data, expert examination provided by independent, experts recognised by expert public is used, which is usually carried out on an ongoing basis.
18. The details of the creative activity internal evaluation - including its assurance - are determined by the Rector's managing act, to which the Internal Evaluation Board shall express its view.

Article 8

Internal Quality Evaluation of Related Activities

1. Quality Evaluation of related activities means evaluating activities that support the educational and creative activity.
2. The subject of the evaluation usually is:
 - a) Management and administration of the UHK,
 - b) Use of resources (especially human, financial),
 - c) Infrastructure,
 - d) Information system,
 - e) Information and counselling services,
 - f) Knowledge and technology transfer services,
 - g) Library services,
 - h) Publishing and editorial activities,
 - i) Hall of Residence and catering services,
 - j) Sports facilities.
3. Evaluation of the related activities is usually carried out before the preparation of the Strategic Plan. The Rector decides on its requirements. Evaluation of the activity in selected areas shall be carried out, if necessary, in connection with annual accounts and annual budgets of the UHK in order to achieve the highest

- possible efficiency, effectiveness, and economy of the activities evaluated.
4. In the evaluation of the related activities, the activities of other workplaces², purpose facilities³ and the Rectorate of the UHK shall, in particular be evaluated. In agreement with the Deans and Directors of Higher Education Institutions, part of the evaluation may also be ensuring related activities at faculties.
 5. Other workplaces and purpose facilities of the UHK submit a report to the Rector every year, which contains in particular the description of structural and content characteristics of their activities over the past period. Further requirements of the report may be determined by the Rector.
 6. The content and requirements of the evaluation of the Rector's Office activities shall be determined by the Rector. Feedback from faculties and other constituent parts of the UHK usually forms a part thereof.
 7. A report on the evaluation of the Rector's Office activities is presented by the Rector to the Rector's Board for discussion.

Article 9

Strategic Plan, Annual, Balance and Evaluation Reports of the UHK

1. Strategic documents form a part of the UHK system of quality assurance and internal quality evaluation, which include, in particular:
 - a) The Strategic Plan and its annual implementation plans,⁴ balance report on performance of the strategic plan implementation,
 - b) Annual reports on the activities⁵ and annual report on the financial management⁶ of the UHK,
 - c) Evaluation report of the UHK,
 - d) Report on internal quality evaluation of the educational, creative and related activity⁷ (hereinafter referred to as the "Internal Evaluation Report"),
 - e) Self-evaluation report describing and evaluating meeting individual requirements resulting from standards for institutional accreditation⁸,
 - f) Similar documents elaborated by faculties or other constituent parts of the UHK.

² VI. The full text of the Organisational and Internal Rules of the UHK.

³ Article 4 of Annex 2 to the Statute of the UHK.

⁴ Section 9 (1)(i) and Section 21 (1)(b) of the Act.

⁵ Section 9 (1)(d) and Section 21 (2) of the Act.

⁶ Section 9 (1)(d) and Section 21 (3) of the Act.

⁷ Section 77b (3)(b) of the Act.

⁸ Section 81a (2)(d) of the Act.

2. Requirements for the preparation and use of the documents referred to in Paragraph 1, items (a), (c), (e) and (f) shall be laid down by the Act. The relevant provisions shall adequately apply to the documents referred to in Paragraph 1, items (b), (d) and (g).
3. The balance report on meeting the plan for implementation of the Strategic Plan shall be prepared annually and submitted by the Rector to the Academic Senate of the UHK for its opinion.
4. The UHK evaluation report describes and evaluates the most important activities and results of the UHK in the educational, creative or related activity. The Rector decides on its processing, extent and focus.
5. After discussion in the Research Board of the UHK and after approval by the Internal Evaluation Board, the evaluation report of the UHK is presented to the UHK Academic Senate by the Rector for its opinion.
6. The internal evaluation report is elaborated on the basis of the evaluations carried out at the UHK over the past five years or over the period passed since the previous report was elaborated.
7. The internal evaluation report consists in particular of the following parts:
 - a) Description of what evaluations have been carried out,
 - b) Main results of these evaluations,
 - c) Preventive or corrective measures taken,
 - d) Evaluation of strengths and weaknesses, opportunities and threats,
 - e) Recommendations for further development of the UHK and the system of quality assurance and internal quality evaluation⁹.
8. Appendix to the Internal Evaluation Report¹⁰ is usually prepared together with the Annual Report on the Activities of the UHK. The requirements for an internal evaluation report under paragraph 7 shall adequately apply to its appendixes.
9. General results¹¹ of the Internal Evaluation Report and its amendments are described in the Annual Report on the Activity of the UHK.

⁹ Section 85, item (b) of the Act.

¹⁰ Section 77b, Paragraph 3, item (b) of the Act.

¹¹ Section 77b, Paragraph 3, item (b) of the Act.

Part III

Activities of Official Bodies, Faculties and Other Constituent Parts of the UHK

Article 10

Activities of Official Bodies, Faculties and Other Constituent Parts of the UHK

1. The scope of activity, powers and duties of the official bodies, faculties and other constituent parts of the UHK in the system of quality assurance and internal quality evaluation are governed by the Act, Constitution and other internal regulations of the UHK.
2. The Rector entrusts a UHK employee, usually a member of the Rector's Board, with coordinating the activities related to the system of quality assurance and internal quality evaluation.
3. Quality assurance and internal quality evaluation at the faculty or other constituent parts of the UHK are ensured in such a way that the requirements of the Act, Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education, and Government Regulation No. 275/2016 Sb. on higher education fields of education, other legal regulations¹², internal regulations of the UHK, or managing acts of the Rector, or Deans¹³ are met.
4. The quality assurance and internal quality evaluation at the faculty or other constituent parts of the UHK beyond the scope of this internal regulation is determined by internal regulations of the faculty or Dean's managing acts, or by the organisational rules or by measures of the Director of the constituent part.
5. The Dean entrusts a Faculty employee, usually a member of the Dean's Board, with ensuring coordination of the activities related to the system of quality assurance and internal quality evaluation. The Director of the other constituent part shall proceed accordingly.

¹² For example, Act No. 130/2002 Sb. on the Support of Research and Experimental Development and Innovations from Public Funds and on Amendment to Some Related Acts (the Support of Research and Development Act) as amended.

¹³ For example, the recommended evaluation aspects for procedures to obtain associate professorship (habilitation) and procedures for the appointment of professors, and the minimum requirements for the reasoning content of the habilitation and evaluation committee, including specification of requirements for the documents submitted.

Part IV

Common and Final Provisions

Article 11

Common provisions

Provisions relating to faculties shall adequately apply to higher education institutions.

Article 12

Final Provisions

1. This internal regulation has been approved pursuant to Section 9 (1)(b), bullet (3) of the Act by the Academic Senate of the UHK on 7 June 2017.
2. This internal regulation shall enter into force pursuant to Section 36 (4) of the Act on the day of registration by the Ministry of Education, Youth and Sports.
3. This Internal Regulation shall take effect on the first day of the calendar month following the day on which it enters into force.

An amendment to the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové was approved by the Academic Senate of the University of Hradec Králové pursuant to Section 9 (1)(b), bullet (3) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended, on 18 April 2018.

Pursuant to Section 36 (4) of the Higher Education Act, the amendment to the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové enters into force as of the day of registration by the Ministry of Education, Youth and Sports.

The amendment to the Rules of the System of Quality Assurance and Internal Quality Evaluation at the University of Hradec Králové enters into effect as of the day of registration by the Ministry of Education, Youth and Sports.

prof. Ing. Kamil Kuča, Ph.D.
Rector

ACCREDITATION CODE OF THE UNIVERSITY OF HRADEC KRÁLOVÉ

Part I

General Provisions

Article 1

Introductory Provisions

1. This internal regulation regulates the details of institutional accreditation, granting of authorisation to carry out study programmes in the framework of institutional accreditation, accreditation of study programmes and accreditation of habilitation (relating associate professors) and appointment (relating full professors) fields of study.
2. The set of internal requirements binding for granting the authorisation to carry out a study programme in the framework of institutional accreditation shall be defined by the Rector's managing act regulating the standards of study programmes, to which the Internal Evaluation Board shall express its view.
3. This Rector's measure sets out general requirements for implementation and creation of study programmes, specification of requirements for individual types and forms of study programmes and other specific requirements and changes in study programmes in the course of its implementation.

Part II

Institutional Accreditation

Article 2

Introductory Provisions

1. Institutional accreditation granted to the UHK means the authorisation to independently create and carry out a specified type(s) of study programmes in specified area(s) of education.

2. Institutional accreditation shall be granted to the UHK for the area or areas of education, and within their framework of the relevant type or types of study programmes by the National Accreditation Bureau for Higher Education (hereinafter referred to as the "Accreditation Bureau"), upon a written request from the UHK.
3. The request for institutional accreditation for the area or areas of education shall include
 - a) Identification of the area(s) of education in which the UHK intends to carry out its activity¹⁴,
 - b) Report on internal quality evaluation of educational, creative and related activity¹⁵, the preparation and discussion of which is stipulated by internal regulation¹⁶,
 - c) Self-evaluation report describing and evaluating meeting the requirements arising from individual accreditation standards¹⁷ and
 - d) Other statutory requirements.¹⁸
4. Faculties carrying out or intending to carry out a study programme or study programmes in the given area or areas of education shall participate in preparing the parts of the request for institutional accreditation referred to in Paragraph 3, items (a) and (c).

Article 3

Proposal of Areas of Education

1. The Rector shall invite the Deans of faculties to submit a proposal for an area or areas of education in which the faculty carries out or intends to carry out a study programme or study programmes for the purpose of preparing the identification of the area or areas of education in which the UHK plans to carry out its activity on the basis of institutional accreditation.¹⁹
2. The proposal under Paragraph 1 shall be approved by the Research Board of the faculty or by the Research Boards of the faculties after receiving the view of the Academic Senate of the faculty or Academic Senates of the faculties.

¹⁴ Section 81a (2) (b) of the Act.

¹⁵ Section 81a (2)(c) of the Act.

¹⁶ Rules of the System of Quality Assurance and Internal Quality Evaluation at the UHK.

¹⁷ Section 81a (2)(d) of the Act.

¹⁸ Section 81a (2), Annex to Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education.

¹⁹ Section 81a (2)(b) of the Act.

3. The proposer or proposers of the proposal of the area of education is:
 - a) Dean of the faculty for the proposal of the area of education in which the study programmes are or are to be carried out at one faculty,
 - b) Deans of faculties for the proposal of the area, within which the study programmes are or are to be carried out at more than one faculty. In this case, one of the faculties shall be the coordinator of preparation and discussion of the area of education.
4. Proposals for the proposed areas of education shall be submitted by the Rector to the UHK Research Board of the for approval.
5. In the case of factual objections to the proposal of the area of education, the UHK Research Board shall return the proposal of the area of education to the proposers of the area of education through the Rector for a new discussion.

Article 4

Preparing a Self-Evaluation Report

1. After the proposals of the area of education have been approved by the UHK Research Board, the Rector shall invite the proposer to present documents for the purpose of preparation of the self-evaluation report.²⁰
2. Should the documents be not complete or should there be other shortcomings, the Rector shall invite the proposer to complete and remedy the shortcomings. The Rector shall set a time limit for the proposer to complete or remedy the shortcomings.

Article 5

Approval of a Proposal of Institutional Accreditation Request

1. The proposal for an institutional accreditation for the area or areas of education shall be approved by the UHK Research Board at the proposal of the Rector.
2. The Research Board of the UHK may, in justified cases, suspend the discussion of the request for institutional accreditation and invite the Rector to complete or revise the documents.

Article 6

²⁰ Section 81a, Paragraph 2, item (d) of the Act.

Submitting a Request for Institutional Accreditation

After the request for institutional accreditation has been approved by the UHK Research Board, the Rector shall submit the request for institutional accreditation to the Accreditation Bureau.

Article 7

Extension of Institutional Accreditation

1. Throughout the period of validation of the institutional accreditation, the UHK may request for its extension to another area or areas of education or for another type or types of study programmes within the area for which it has already been granted institutional accreditation; the period of validity of the institutional accreditation shall not be extended by its extension.
2. The extension of institutional accreditation may be initiated by the Dean or Deans of the faculties. In preparing and discussing the request for the institutional accreditation extension, Articles 3 to 7 shall adequately apply.

Article 8

Termination of Institutional Accreditation

1. Institutional accreditation terminates upon expiration of the period for which the accreditation was granted, revocation of the accreditation under the Act, or the UHK notice to the Accreditation Bureau that it renounces the institutional accreditation for the area or areas of education.²¹
2. The plan to renounce the institutional accreditation shall be approved by the Research Board of the UHK on a proposal of the Rector. Before the plan to renounce the institutional accreditation for the area or areas of education is approved, the Research Boards and Academic Senates of the faculties, or the Research Boards of the Higher Education Institutions, which participated or participate in the implementation of study programmes in the given area or areas of education, shall express their views.

²¹ Section 81b (2) of the Act.

Part III

Granting Authorisation to Carry Out Study Programmes within the Institutional Accreditation

Article 9

Introductory Provisions

1. Institutional accreditation for the area or areas of education entitles the UHK to carry out study programmes under the conditions laid down by the Act.
2. Based on institutional accreditation for the area or areas of education, the Internal Evaluation Board²² grants the authorisation to carry out a study programme to the faculty or faculties.

Article 10

Submission of Study Programme Proposal

1. The Dean of the faculty, or the Deans of the faculties, shall notify the Rector of the plan to submit a proposal of a study programme not yet carried out at the faculty. The Rector shall notify the other Deans of this plan and shall submit the proposal, together with their opinion, if any, to the Internal Evaluation Board for its view.
2. The proposal of a study programme shall be submitted to the Rector, who shall submit it to the Internal Evaluation Board,
3. by the Dean of the Faculty following the approval of the Faculty Research Board for a study programme carried out by one faculty, or the
4. Deans of Faculties following the approval of the Research Boards of Faculties for a study programme carried out by more than one faculty.
5. Prior to approving the proposal by the Research Board of the relevant Faculty or Research Boards of the relevant Faculties, the Academic Senate of the relevant Faculty or Academic Senates of relevant Faculties shall express its view on the proposal.
6. The requirements of the proposal are based on the legal regulation²³. The details shall be governed by

²² Article 16a of the Statute.

²³ Sections 44 and 78, Paragraphs 7, 8 and 10 of the Act.

7. the Rector's managing act, to which the Internal Evaluation Board expresses its opinion.
8. Should the proposal be incomplete or should there be other shortcomings, the Rector shall invite the proposer to complete and remedy the shortcomings. The Rector may determine a time limit to complete or remedy the shortcomings.

Article 11

Cooperation with a Foreign Higher Education Institution and the Czech Academy of Sciences

1. Study in the study programme may also be carried out in cooperation with the a foreign higher education institution in accordance with Section 47a of the Act.
2. The conditions of cooperation shall be regulated in accordance with the provisions of the Act by the agreement of the participating higher education institutions.
3. The proposal of an agreement with a foreign higher education institution is submitted to the Rector for approval and signing by the Dean after comments from the Academic Senate of the Faculty and subsequent consultation of the Research Board of the Faculty. After that, the agreement along with a proposal of the study programme is submitted to the Internal Evaluation Board.
4. In accordance with Section 81d, Paragraph 2, item (b) of the Act, study in the study programme may also be carried out in cooperation with the Czech Academy of Sciences institutions with the status of a public research organisation if the decision on institutional accreditation indicates so.
5. The agreement on mutual collaboration on implementation of the study programme with the Czech Academy of Sciences institution is signed by the Dean following the opinion the Academic Senate of the Faculty and consultation of the Research Board of the Faculty.
6. After that, the agreement along with a proposal of the study programme is submitted to the Internal Evaluation Board.

Article 12

Discussing the Proposal

1. The Internal Evaluation Board shall evaluate the compliance of the proposal with statutory requirements²⁴, internal regulations, UHK study programme standards,

²⁴ Sections 44 and 78 (6), (7), (8) and (10) of the Act.

- and the Strategic Plan.²⁵
2. A working group of the Internal Evaluation Board established by the Internal Evaluation Board which may request the opinion of the consultants shall express its opinion on the proposal.²⁶
 3. Following the opinion of the relevant working group, the Internal Evaluation Board shall discuss the proposal and decides whether to grant authorisation to carry out the study programme.
 4. The Internal Evaluation Board may, in justified cases, suspend the discussion of the proposal and invite the proposer to complete or revise the proposal. The Internal Evaluation Board shall set a time limit for the proposer to complete or revise the proposal. This time limit may be extended.
 5. The Internal Evaluation Board shall decide on granting the authorisation to carry out the study programme within 90 days of receipt of the proposal from the submitter or submitters. This time limit shall not include the period within which the shortcomings referred to in Article 10, Paragraph 5 are remedied and the suspension of the discussion referred to in Paragraph 4.

Article 13

Granting of Authorisation to Carry Out a Study Programme

1. The Internal Evaluation Board shall grant the authorisation to carry out a study programme for a maximum of 10 years. For less than 10 years, the authorisation to carry out a study programme may be granted if:
 - a) The authorisation to carry out a study programme to provide students with the possibility to complete their studies is to be granted,
 - b) The study programme does not guarantee sufficiently proper development and ensuring, especially, the staff and meeting the standards of the UHK study programmes for 10 years, or
 - c) It is a not yet carried out study programme.
2. The resolution of the Internal Evaluation Board on granting of authorisation to carry out the study programme shall include:
 - a) Title and type of the study programme,
 - b) Standard length of studies,
 - c) Form of studies,
 - d) Study programme profile in case of a Bachelor's or Master's programme,

²⁵ Section 21 (1)(b) of the Act.

²⁶ Articles 5 and 6 of the Rules of the Internal Evaluation Board.

- e) Area (or areas) of education to which the study programme(s) belong(s); in case of a combined study programme, the share of the area of education in teaching as well,
 - f) Period within which the study programme may be carried out,
 - g) For study programmes carried out by one faculty, the name of this faculty, for study programmes carried out jointly by several faculties, the names of these faculties, the language of instruction,
 - h) Granting of the authorisation to hold a state rigorosum examination indicating the appropriate academic title.
3. In the case of granting of the authorisation under Paragraph 1, item (b), the resolution of the Internal Evaluation Board shall include imposition of any corrective measures or requests of a control report.
 4. The resolution of the Internal Evaluation Board on granting of authorisation to carry out the study programme shall be signed by the Rector.
 5. The resolution on granting of authorisation to carry out the study programme, together with the information on availability of the study for disabled persons, shall be published in the public section of the UHK websites without undue delay.

Article 14

Non-Granting of Authorisation to Carry Out a Study Programme

1. The Internal Evaluation Board shall decide by a resolution not to grant authorisation to carry out a study programme if the proposal:
 - a) Is not in accordance with legal regulations²⁷ and internal regulations,
 - b) Fails to meet the UHK study programmes standards,
 - c) Is not in line with the Strategic Plan,
 - d) Fails to include all the requirements necessary for its approval and these shortcomings were not remedied by the date of the discussion or by the date of expiry of the time limit referred to in Article 12, Paragraph 4.
2. In the case of a resolution under paragraph 1, it shall inform the submitter via the Rector of the reasons for its decision.

²⁷ Sections 44 and 78, Paragraphs 7, 8 and 10 of the Act.

Article 15

Review of the Resolution of the Internal Evaluation Board

1. The proposer or proposers of the proposal may request the Rector to review the resolution of the Internal Evaluation Board on non-granting, revocation or restriction the authorisation to carry out a study programme. The request for review of the resolution of the Internal Evaluation Board shall be submitted within 30 days of the announcement of the resolution.
2. The Rector shall review the compliance of the resolution of the Internal Evaluation Board with regulations and internal regulations and its reasons.
3. The Rector may request the UHK Research Board for its opinion.
4. The resolution on non-granting the authorisation to carry out the study programme shall be, by the Rector:
 - a) confirmed, or
 - b) annulled and the resolution shall be returned to the Internal Evaluation Board for a new discussion under Article 12. In this case, the subsequent decision of the Internal Evaluation Board shall be final.

Article 16

Extension of Authorisation to Carry Out a Study Programme and Changes in the Study Programme

1. In the course of carrying out the study programme, the submitter or the submitters may request for:
 - a) Extension to a different form of study,
 - b) Extension to cooperation with the Czech Academy of Sciences (Article 11),
 - c) Extension to cooperation with a foreign higher education institution (Article 11),
 - d) Extension to authorisation to perform a state rigorosum examination,
 - e) Granting of authorisation to carry out the study programme in another language of instruction as well.
2. Major changes made in the study programme in the course of its implementation set out by the Rector's management act, to which the Internal Evaluation Board expresses its opinion, shall be announced in advance by the Dean of the Faculty or the Deans of the Faculties to the Internal Evaluation Board.
3. In the cases referred to in paragraphs 1 and 2, it shall be proceeded pursuant to

Article 12 et seq.

Article 17

Restriction or Revocation of Authorisation to Carry Out a Study Programme

1. Should the Internal Evaluation Board identify major shortcomings in the implementation of a study programme, it shall invite the proposer to remedy the shortcomings within a reasonable time limit.
2. In the case of major shortcomings in the implementation of the study programme remaining in existence, the Internal Evaluation Board shall decide according to the nature of the matter:
 - a) To restrict the authorisation to carry out a study programme consisting in a prohibition on admitting other applicants to study the study programme concerned,
 - b) To withdraw the authorisation to carry out a study programme, stating the reasons in its resolution.

Article 18

Termination of the Authorisation to Carry Out a Study Programme

1. The authorisation to carry out a study programme terminates
 - a) by the withdrawal of authorisation to carry out a study programme under Article 17, Paragraph 2, item (b),
 - b) by the UHK notice of termination of the study programme based on the proposal of the Dean of the Faculty or the Deans of the Faculties under Paragraph 2 in the public section of the UHK websites,
 - c) by expiry of the period for which the authorisation to carry out the study programme was granted; or
 - d) Under other legal reasons pursuant to the legal regulation.²⁸
2. Proposal of termination of the study programme pursuant to Paragraph 1, item (b) shall be presented by the Dean of the Faculty after discussion in the Research Board and the Academic Senate of the Faculty, or by the Deans of the Faculties after discussion in the Research Boards and the Academic Senates of the Faculties, to the Rector. Authorisation to carry out a study programme is cancelled by the

²⁸ Section 86 (3) of the Act.

Rector's announcement in the public section of the UHK websites.

Part IV

Accreditation of Study Programmes

Article 19

Introductory Provisions

Should the authorisation to carry out a study programme of a given type or profile in a given area or areas of education not result from the institutional accreditation of the UHK, the UHK may obtain this authorisation by obtaining accreditation of the given study programme by the Accreditation Bureau.

Article 20

Plan to Submit a Request for Accreditation of a Study Programme

1. The Dean of the Faculty or the deans of the Faculties shall notify the Rector of the plan to submit a request for accreditation of the study programme.
2. In the case of a study programme which has not yet been carried out at the Faculty, the Rector shall inform the other Deans of this plan and shall submit it, together with their possible opinion, to the International Evaluation Board for a statement.
3. Should the relevant study programme fall exclusively within the area or areas of education in which the UHK is authorised to carry out the study programme on the basis of institutional accreditation, the Rector shall invite the proposer to submit a proposal of the study programme pursuant to Article 10.
4. A proposal of the request for accreditation of the study programme shall be submitted to the Rector who shall submit it to the Internal Evaluation Board for discussion, by
5. the Dean of the Faculty following the approval of the Faculty Research Board for a study programme carried out by one faculty, or the
6. Deans of Faculties following the approval of the Research Boards of Faculties for a study programme carried out by more than one faculty.
7. The division of the study programmes mentioned under items (a) and (b) shall be further specified by the Rector's managing act (Article 30).
8. Prior to approval of the proposal of the request for accreditation of the study programme by the Research Board of the Faculty, or the Research Boards of the Faculties, the Academic Senate of the Faculty or the Academic Senates of the Faculties shall express their opinion on the proposal.

9. The proposal of the request for accreditation of the study programme contains the requirements stipulated by the legal regulation.²⁹
10. Should the proposal of the request for accreditation of the study programme be not complete or should there be other shortcomings which prevent it from being submitted to the Accreditation Bureau, the Rector shall invite the proposer to remedy the shortcomings. The Rector may determine a time limit to complete or remedy the shortcomings.

Article 21

Cooperation with Other Legal Persons

1. The proposal of the request for accreditation of the study programme may be submitted, together with the UHK, by a legal person pursuant to Section 81, Paragraph 1 of the Act.
2. Together with the proposal of the request for accreditation of the study programme, the proposals shall submit an agreement on mutual cooperation in the implementation of the study programme.
3. The agreement with the legal person shall be signed by the Dean after receiving the view of the Academic Senate of the Faculty and after discussion in the Research Board of the Faculty.
4. A participant in the proceedings concerning the request for accreditation of the study programme shall also be, together with the UHK, the relevant legal person.³⁰

Article 22

Cooperation with a Foreign Higher Education Institution

1. The proposal for a request for accreditation of a study programme may be submitted, together with UHK, by a foreign higher education institution.
2. The conditions of cooperation shall be regulated by the agreement of the participating higher education institutions, in accordance with the provisions of the Act and regulations of the state in which the cooperating foreign higher education institution is established.

²⁹ Section 79 of the Act, Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education.

³⁰ Section 86a (1) of the Act.

Article 23

Discussing the Proposal of the Request for Accreditation of the Study Programme

1. The Internal Evaluation Board evaluates the consistency of the proposal of the request for accreditation of the study programme with regulations, internal regulations, the UHK study programme standards and the Strategic Plan.
2. A working group of the Internal Evaluation Board, if established, shall express its view on the proposal of the request for accreditation of the study programme. It may request a statement of consultants.³¹
3. The Internal Evaluation Board may, in justified cases, suspend the discussion of the proposal of the request for accreditation of the study programme and invite the proposer to complete or revise the plan of the study programme accreditation. The Internal Evaluation Board shall set a time limit for the proposer to complete or revise the proposal of the request for accreditation of the study programme.
4. The Internal Evaluation Board shall decide to refer the proposer's or proposers' plan to submit the proposal of the request for accreditation of the study programme within 90 days of receiving the plan of accreditation of the study programme. This time limit shall not include the period within which the shortcomings referred to in Article 20, Paragraph 7a are remedied and the suspension of the discussion referred to in Paragraph 3.

Article 24

Submission of the Request for Accreditation of the Study Programme

1. Following the approval of the proposal of the request for accreditation of the study programme by the Internal Evaluation Board, the Rector shall submit the request for accreditation of the study programme to the Accreditation Bureau.
2. Should the Internal Evaluation Board not approve the proposal of the request for accreditation of the study programme, it shall return it with its reasons for a new discussion to the Faculty or Faculties. The proposer or proposers shall, depending on the circumstances, persist, complete or revise the submitted proposal of the request for accreditation of the study programme, or withdraw it. Persistence on the original proposal of the request for accreditation of the study programme shall be reasoned separately.

³¹ Articles 5 and 6 of the Rules of the Internal Evaluation Board.

Article 25

Extension of the Scope and Extension of the Period of the Accreditation of the Study Programme and Changes in the Study Programme in the Course of its Implementation

1. When discussing the proposal of extending the period of validity of accreditation of the study programme³² or the proposal of extending the existing accreditation of the study programme³³, it shall be proceeded adequately in accordance with Articles 20 to 24.
2. Major changes in the study programme don the course of its implementation determined by the Rector's measure shall be announced in advance by the Dean of the Faculty or Deans of the Faculties to the Internal Evaluation Board; the Internal Evaluation Board shall examine them and, if necessary, discuss them in accordance with Article 23 and notify the Accreditation Bureau of these changes.

Article 26

Termination of Accreditation of the Study Programme

1. Accreditation of the study programme shall terminate upon revocation of accreditation, announcement of the higher education institution on cancellation of the study programme, or upon expiry of the period for which the accreditation has been granted³⁴.
2. Proposal of cancellation of the study programme shall be presented by the Dean of the Faculty after discussion in the Research Board and the Academic Senate of the Faculty, or by the Deans of the Faculties after discussion in the Research Boards and the Academic Senates of the Faculties, to the Rector. The study programme shall be cancelled by the Rector's announcement in the public section of the UHK websites following the approval of the UHK Research Board.

³² Section 80, Paragraph 3 of the Act.

³³ Section 80, Paragraph 4 of the Act.

³⁴ Section 80, Paragraph 5 of the Act.

Part V

Accreditation of Procedures for Obtaining Associate Professorship and the Procedures for Appointment of Professors

Article 27

Request for Accreditation

1. The request for accreditation of the procedure for obtaining associate professorship (habilitation) or the procedure for appointment of professors in the given field (hereinafter referred to as the "procedure") shall be submitted to the Rector by the Dean of the relevant Faculty after consulting the Research Board of the Faculty.
2. The proposal of the request for accreditation of the procedure shall include:
 - a) Requirements specified by legal regulations,³⁵
 - b) Data on academic staff ensuring the field of study.³⁶
3. Should the proposal for the request for accreditation of the procedure be not complete or should there be other shortcomings which prevent from discussing it or submitting the request, the Rector shall invite the Dean to remedy the shortcomings.

Article 28

Discussing the Request for Accreditation

1. The Research Board of the UHK shall express its opinion on proposals of requests for accreditation of procedures.
2. Should doubts result from the opinion of the Research Board of the UHK concerning the suitability of performing procedures in the proposed field, the Rector shall forward this statement to the Dean who shall submit the proposal for consideration, or request additional documents.
3. In the case of factual objections to the original proposal, the Dean shall request a new statement from the Research Board of the Faculty. The Dean shall, depending on the circumstances, persist, complete or revise the proposal, or withdraw it. Persistence on the original proposal shall be reasoned separately.

³⁵ Section 82, Paragraph 2 of the Act and Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education.

³⁶ Government Regulation No. 274/2016 Sb., on standards for accreditation in higher education.

Article 29

Submission of the Request for Accreditation

1. In the case of a approving opinion of the UHK Research Board, the Rector shall submit an request for accreditation procedure to the Accreditation Bureau no later than four months from the date of receipt of the Dean's proposal. This time limit shall not include the period within which the shortcomings referred to in Article 27, Paragraph 3 were remedied.
2. An opinion of the Research Board of the UHK shall be attached to the request; the Rector may also attach their own opinion.

Part VI

Common Provisions

Article 30

Common Provisions

1. Details on the implementation of this internal regulation are defined by the Rector's managing acts, to which the Internal Evaluation Board shall express its view.
2. Provisions relating to faculties shall adequately apply to higher education institutions.